

General Information

1. Arrival, Fort Monroe.

a. If arriving by air, arrive at the Newport News/Williamsburg or Norfolk International Airport. Airport Shuttle is available for approximately \$15.00 to \$40.00 per person. Save receipt for TDY reimbursement.

b. Report directly to the Quality Inn, 1809 W. Mercury Blvd, Hampton, VA 23666. You can contact the Quality Inn at (757) 838-5011. This is a lodging success facility.

c. All nominees must register at the Quality Inn Hotel with their sponsor at 1200 hours, 14 June 2004. Summer PTs is the uniform for registration. One sponsor is mandatory for each competitor. The rooms will be available on 14 June 2004.

2. Billeting.

a. Billeting at the Quality Inn Hotel will be at a cost of \$72 per night. Claim the room tax as a separate reimbursable expense on DD Form 1351-2 (TDY Voucher).

b. The Quality Inn Hotel has a dining room, bar, and swimming pools. Your TDY orders should state that government quarters and mess are NOT available.

c. A shuttle bus will be set up to accommodate the competitors, sponsors, and spouses. A schedule will be in your welcome packets once you arrive.

d. Hotel reservations can be made by calling 1-800-562-8090. **It is very important that you make your reservations no later than 2 May 2004.** Inform the hotel that you will be attending the Drill Sergeant of the Year Competition when making your reservations. If anyone else from your installation plans to attend, ensure that they also make their reservation following the same guidance given. It is your responsibility to ensure that you and your installation sponsor(s) hotel reservations are made. Reservations will not be made for you. Notify this office with a by-name roster of all persons attending NLT 16 May 2004. If reservations are not made by the above date, due to other hotel functions, there may be no rooms available and you will not be able to get the quoted price mentioned above.

e. Information on the Fort Monroe area can be obtained at web site www-tradoc.monroe.army.mil/monroe.

3. **DINNER Fee.** A dinner fee will be collected during registration. The price of the dinner is not yet determined. Pay in cash or make checks payable to TRADOC Protocol. A receipt will be issued for all funds. The dinner, held on 17 June 2004, is mandatory for all candidates and sponsors.

4. **Ceremony.**

a. The 2004 Drill Sergeant of the Year will be announced at the Drill Sergeant of the Year ceremony on Fort Monroe, 18 June 2004.

b. The uniform for the ceremony is Class A with short sleeve shirt, Campaign Hat/Bush Hat and all authorized awards and decorations unless a weather decision is made. In this case, the uniform will be Class B with all authorized awards and decorations and Campaign Hat.

c. The 2004 DSOYs will be honored at HQ, Department of the Army, at a later date to receive the Ailes and Haines Awards.

5. **Uniforms Needed.** The below listed uniforms will be needed for the week of events:

a. Class A and Bs with all awards and decorations. No skirt required.

b. Army physical fitness uniform with running shoes (IPFU).
No unit physical fitness or personal fitness uniform authorized.

c. BDU, combat boots, Pistol Belt and Campaign Hat/Bush Hat.

d. Civilian attire (slacks and open collar shirt/ dress or pantsuit) no tennis shoes, jeans or shorts for Icebreaker on 14 Jun 04, 1830 hrs. Icebreaker location TBD.

e. Civilian attire (coat and tie/dress or pantsuit) for the dinner on 17 Jun 04, 1700 hrs.

6. **Guest Information.** If your spouse, guests and/or children plan to attend, you must contact SFC Miranda, 2003 Drill Sergeant of the Year, prior to departure from your home station.

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An additional charge will be required for each person attending the dinner on 17 June 2004.

7. Departure.

a. Departure may take place any time after 1500 hours, 18 June 2004. Allow two hours for travel to the airport. Therefore, departure reservations should not be made earlier than 1400 hours, 18 June 2004.

b. The DSOY winner will stay an additional night at the same room rate to fulfill requirements. The winners will be conducting interviews and fulfilling administrative requirements immediately following the ceremony. The winners will also attend a dinner hosted by the 2003 AC/RC DSOYs. They may depart anytime on 19 June 2004.

c. Point of contact is SFC Miranda, 2003 Drill Sergeant of the Year, at DSN 680-5839, commercial (757) 788-5839.

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